

15 December 1947

MEMORANDUM TO ADMINISTRATIVE ASSISTANT:

25X1A9a

25X1A6a

██████████ requested Friday that we include a justification with each request for promotion in field offices except at Washington and ██████████ where desk audit is convenient. Attitude of Personnel Branch is that job description may have been for merely projected positions, and they would like written assurance that the employe has been actually performing competently the duties described.

25X1A9a

Justifications should include a statement of length of service and efficiency in the proposed position, with explanation of any discrepancy between actual and described duties. If we have job descriptions submitted by the employees themselves which were not turned over to ██████████ they might be attached. Justification should also indicate fulfillment of other requirements outlined in administrative instruction no. 20-16.

25X1A7b

25X1A7a

Please prepare these justifications for all current promotion requests at ██████████ and ██████████ as well as for such actions requested in the future.

25X1A9a

FOIAb3b1

██████████
Acting Chief, ██████████

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

Document No.	139
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	
Auth:	HR 70-3
Date:	090779
By:	01956